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ABSTRACT

This directory identifies archives, museums, institutes, and other special libraries in Toronto that maintain collections in archaeology, British history, Estonian history, general history, Jewish history, Latin American history, military history, and Ukrainian history. Entries for each site provide addresses, phone numbers, hours, names of contact persons, and descriptions of the collections. The background information on the compilation of the directory which is provided includes the objectives, methodology, and 12 references. (PM)

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A SURVEY OF SELECTED SPECIAL LIBRARIES IN  
TORONTO WITH HISTORY COLLECTIONS

by

Sheila Johnson

This directory has been prepared for the Metropolitan Toronto Library - History Department, under the supervision of Freda Zych, in partial fulfillment of the requirements for course LIB 2005 Directed Field Work - Public Libraries: Administrative Practice, Professor: L.G. Denis.

University of Toronto  
Faculty of Library Science  
April 1980

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PART I

THE DIRECTORY

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ARCHAEOLOGY

Visited  
Apr. 23, 1980

NAME OF LIBRARY: Royal Ontario Museum Library

ADDRESS: 100 Queen's Park

TELEPHONE: 978-3673

HOURS & ACCESS: Public access: Tues.-Fri. 10-4.

Telephone queries answered: Mon.-Fri. 9-5.

Material is to be used in the library or  
may be obtained through inter-library loan.

Note: From Dec. 1, 1980 to approximately June 1981  
(when they move into the new wing of the Museum),  
the library will be inaccessible to the public. How-  
ever, telephone reference, photocopying services, and  
inter-library loan will still be available.

LIBRARY PERSONNEL: Sharon Hick, librarian. (There are  
three librarians and six support staff.)

COLLECTIONS:

1. Subjects - archaeology and ethnography.

On the New World: North-eastern North America,  
Central America, the British Columbia coastal  
Indians.

On the Old World: Mesopotamia, Near East (Iran,  
Iraq, Israel, Syria, Afghanistan, Sudan, and a  
strong collection on Egypt).

There are collections on classical Greece and  
Rome and, to a lesser extent, France, Northern  
Europe, and the United Kingdom.

The material is mainly in English. Excep-  
tions are some works on Greece, Rome, and Egypt  
which are in German, French, and Italian.

Note: The collection reflects the research in-  
terests of the Museum staff both in geographic  
areas covered and in level of material. Site

reports are stressed rather than general surveys. Material is of a first-year university level and above.

2. Types of material

(a) Bibliographic tools

- the Peabody Catalogue of books and articles held by that institution; covers Mexico, Central America, Europe, Africa, Asia, Oceania.
- the Catalogue of the Oriental Institute Library (University of Chicago); covers the Middle East.

(b) Monographs

- there is a greater number and use of monographs for Greece and Rome.
- reports on excavations.

(c) Periodicals

- the journal collection is strongest in and used most for North American subjects.
- approximately 60 subscriptions plus exchange publications from 350 institutions.
- unlike Metro, this library includes American publications below the regional level (e.g. Minnesota, Missouri, Ohio, Pennsylvania, and Wisconsin Archaeologist; New York State Archaeological Association Bulletin and Researches and Transactions.)
- some microfiche back runs of journals; usually in German.

Long runs:

- a complete set (vol.1 is 1879) of the Bureau of American Ethnology bulletins; emphasis on United States, Central and South America.

- a complete set of the National Museum of Canada bulletins.
- Smithsonian (U.S. National Museum) bulletins from 1875 to the present.

BRITISH

Visited  
Apr.22, 1980

NAME OF LIBRARY: British Government Office Library

ADDRESS: 200 University Avenue (Sun Life Building)

TELEPHONE: 593-1290

HOURS & ACCESS: Mon.-Fri. 8:30-5:00.

LIBRARY PERSONNEL: There is no library as such but simply a few shelves of books in the reception area.

COLLECTIONS: The collection is very small. The only current reference material is Who's Who, telephone directories for major cities in Britain, and the 1979 Army List, Navy List, and RAF Retired List. The remainder consists of monographs published, for the most part, in the 1940s and 50s on such subjects as regimental history and uniforms, the royal family, costumes of various historical periods, and the electoral system in Britain.

The receptionist stated that they usually refer people seeking historical information on Britain to the public libraries.

ESTONIAN

Visited  
Apr. 30, 1980

NAME OF LIBRARY: Estonian Central Archives

ADDRESS: Estonia House, 958 Broadview

TELEPHONE: 465-2219 (Ask for the Archives.)

HOURS & ACCESS: Mon. and Thurs. 1-8 P.M.  
Wed. 10-5.

An appointment is preferable as the Archives may not always be open at the above hours.

LIBRARY PERSONNEL: Mr. Antik, archivist and Mr. Soomet, assistant.

COLLECTIONS:

1. Subjects - Material related to the years in exile and the years of Estonian independence (1918-1940). The main interest is Estonian political and cultural activities in Canada but material is collected relating to Estonians elsewhere, including Soviet-occupied Estonia.

Almost all material is in Estonian.

2. Types of material
  - (a) Encyclopedias, handbooks, etc.
    - almanacs from 1946 to the present.
  - (b) Bibliographic tools
    - a card index of some of the holdings.
  - (c) Monographs
    - very few on history; include biographies of statesmen and general histories of Estonia.
    - The History of the Estonian People by Evald Uustalu; published in London, 1952. Considered by Mr. Soomet to be the best Estonian history in English.

(d) Periodicals

- Valis Eesti, 1929-1940.

(e) Newspapers

- current newspapers from Toronto, England, New York, Sweden, and Germany.
- complete sets from 1950 of the two Estonian newspapers published in Canada.

(f) Manuscripts, ephemera, etc.

- the bulk of the collection (some in boxes, uncatalogued) is archival material: e.g. the personal papers, including photographs and newspaper clippings, of the composer, Anton Kasemets; church news and programs; information on Estonian refugees in Denmark and Germany; etc. Agreements have been made with prominent Estonians living in Canada that their personal collections will be willed to the Archives.
- sound recordings of recent conferences.
- 100 tapes of interviews which Dr. Aun is using to write a history of Estonians in Canada.

NAME OF LIBRARY: Tartu Institute Library

ADDRESS: 310 Bloor Street West

TELEPHONE: No telephone in the library.

Tartu (to leave a message): 925-9405

Preferably, use Mr. Aruja's home number: 447-8958

HOURS & ACCESS: By appointment only.

LIBRARY PERSONNEL: Mr. Aruja, the director of the library, is enthusiastic about encouraging research on Estonian topics. He is willing to be contacted as a resource person; will provide bibliographic information and will refer people to other people or libraries holding the item they are seeking.

COLLECTIONS:

1. Subjects - history, folklore, travel, biography. Emphasis is on pre-1944 (i.e. Soviet control of Estonia) material. Some Soviet Estonian (post-1944) material is included although he makes no concerted effort to collect it (with the exception of school books).

Material is almost exclusively in Estonian.

2. Types of material
  - (a) Encyclopedias, handbooks, etc.
    - compact encyclopedia on Estonia published in Germany in 1949.
    - yearbooks.
  - (b) Multi-volume sets
    - a general history of Estonia described by counties in 8 vols. published in the mid-1930s.
    - Estonia and the Estonians during World War II in 10 parts; includes many personal accounts.

- (b) Multi-volume sets (continued)
  - a scholarly history of Estonia in 3 vols.; the library holds vol.2 (Middle Ages) and vol.3 (to 1720).
- (c) Monographs
  - chronicles of earliest history.
  - personal memoirs.
  - War of Independence, 1918-1920.
  - Estonians Abroad, 1945-1960.
- (d) Text-books
  - the library collects all school books used for history in Soviet Estonia.
- (e) Bibliographic tools
  - a bibliography of Soviet Estonian books published from 1955 to 1965.
  - the library is working on a card index of newspaper and periodical articles.
- (f) Newspapers
  - a selection of those published abroad (i.e. Toronto, New York, Australia) after 1944.
- (g) Periodicals
  - approximately 20 titles. There are none which are strictly historical in subject coverage. Some contain news of the political situation in Estonia.
- (h) Manuscripts, ephemera, etc.
  - collections of personal papers.
  - 1300 pamphlets (including propaganda pamphlets, programs, summaries of congresses, etc.) have been catalogued.
  - transcriptions of political speeches on Tallinn Radio (Soviet controlled) for approximately a 15-year period after 1944.

(h) Manuscripts, ephemera, etc. (continued)

- taped interviews are being done with Estonians living in Canada. This is taking place in cooperation with the Multicultural History Society of Ontario.

FUTURE PROJECTS: Mr. Aruja is working on a union list of Estonian material held in the Toronto area.

GENERAL

Visited  
Apr. 24, 1980

NAME OF LIBRARY: Canadian Institute of International  
Affairs

ADDRESS: 15 King's College Circle

TELEPHONE: 979-1851

HOURS & ACCESS: Mon.-Fri. 9-5.

Material may be used in the library. A borrower's card is available upon payment of a \$4 fee.

LIBRARY PERSONNEL: Jane Barrett, librarian.

COLLECTIONS:

1. Subjects - Canadian foreign policy from 1867 to the present. The emphasis is on current material such as press releases and newspaper articles.

The majority of the material is in English. Exceptions are publications received in exchange from similar institutes in other countries.

2. Types of material - Although the Institute publishes bibliographies, periodicals, a series, and monographs, these are all received by Metro. A comparison of some important reference works and periodicals held by the Institute with the History and Social Science catalogues at Metro indicate that most of the titles are held by Metro. Therefore, users should check for material here (especially in the Social Science Department) before going to the Institute.

(a) Encyclopedias, handbooks, etc.

- U.N. yearbooks. (Note: The Institute has been a U.N. depository since 1950.)

(b) Multi-volume sets

- on foreign relations of countries including the text of documents and diplomatic correspondence.

(c) Bibliographic tools

- card catalogue.
- an update of A Bibliography of Works on Canadian Foreign Relations for 1976-80 is in progress and will be published mid-1981. Metro holds the previous ones for 1945-70 and 1971-75.

(d) Manuscripts, ephemera, etc.

- newspaper clipping file from the 1940s to the present. Papers clipped are the London Times, London Observer, New York Times, Christian Science Monitor, Globe and Mail, Toronto Star, Le Devoir, Ottawa Citizen, Winnipeg Free Press, Calgary Herald, Halifax Chronicle-Herald, Financial Times, Financial Post, and Manchester Guardian (weekly).
- government press releases.
- newsletters from embassies.

GENERAL

Visited  
May 1, 1980

NAME OF LIBRARY: Cross-Cultural Communication Centre

ADDRESS: 1991 Dufferin Street

TELEPHONE: 653-2223

HOURS & ACCESS: Mon.-Fri. 9:30-5:30  
Tues. to 9 P.M.

Since the Centre is somewhat out of the way, the librarian suggests that people telephone first to to see if the material they require is there.

There is no fee for a borrower's card. However, a small rental fee is charged for use of the audio-visual material outside of the Centre.

LIBRARY PERSONNEL: Laura Heller, librarian.

COLLECTIONS:

1. Subjects - Immigration, multiculturalism, and racism with concentration on the Black/West Indian, Italian, Chinese, Portuguese, and East Indian communities in Canada. There is an emphasis on social, economic, and political aspects although some historical material is also available on their Canadian experience as well as, to a lesser extent, the countries of origin.

The librarian considers their collection on West Indians the best in Toronto.

Almost all material is in English with a small amount in French and Spanish. The level of material ranges from high school to PhD.

2. Types of material

(a) Bibliographic tools

- the card catalogue includes annotations on the items held.

- audio-visual materials are not included in the card catalogue but an annotated bibliography provides access to them.
- current practice is to compile selective bibliographies (20 items in a variety of forms on each topic) on the Centre's resources to be used for promotional purposes.

(b) Periodicals

- 60 titles, both local and foreign. Subjects covered are multiculturalism, immigration, racism, development, and the Third World.

(c) Manuscripts, ephemera, etc.

- 12 drawers of vertical file material (reports, articles, theses, pamphlets, etc.) on racism, multiculturalism, immigration, development issues, and curriculum materials and strategies.
- files on the five ethnic communities mentioned above under "Subjects" and on immigrant women. Smaller collections on the Japanese, Greek, and Latin American communities.
- newspaper clippings since 1978 from the Toronto Star and the Globe and Mail.

(d) Audio-visual material

- material is purchased, produced by the Centre, and produced by the ethnic communities. Examples of the latter are histories of immigration to Canada, West Indian immigration, and the labour movement in Canada.
- the collection includes about 30 slide-tape shows, 30 half-inch reel-to-reel

videotapes, and 100 audio -tapes, all following the subject emphasis of the library. Levels range from elementary to adult.

(e) Publications and services

- the Centre's monthly newsletter includes annotated listings of the library's current acquisitions.
- the Centre organizes professional development workshops for teachers and seminars for organizations which work with immigrants.

NAME OF LIBRARY: Development Education Centre Library

ADDRESS: 121 Avenue Road

TELEPHONE: 964-6560

HOURS & ACCESS: Mon. 1-5.

Tues.-Fri. 9:30-5.

Sat. 10-4.

Telephone first during the summer because hours may be shorter.

Open access. There is no lending of material but space is available to work at the Centre.

LIBRARY PERSONNEL: One person. Ask for Souad.

COLLECTIONS:

1. Subjects - social, political, cultural, and historical perspectives on Third World countries, Canada, and the United States.
2. Types of material
  - (a) Monographs
    - a small collection. They do not plan on adding to it as they intend on emphasizing periodicals. One item not held by Metro is A History of Indians in Guyana by Dwarka Nath.
  - (b) Periodicals
    - about 150 titles. Some, such as the Journal of Contemporary Asia, have articles on the historical background of Third World countries.
  - (c) Manuscripts, ephemera, etc.
    - issue boxes. These are pamphlet boxes containing clippings, articles, etc. on issues such as poverty, labour history,

energy, and women's issues, divided by country.

(d) Audio-visual material

- the Centre also produces slide shows on issues such as energy.
- it produces a weekly half-hour radio program about the Third World called "From a Different Perspective". Tapes of these are available for a fee from the Centre.

NAME OF LIBRARY: The Multicultural History Society of  
Ontario Archives

ADDRESS: 77 Grenville Street, Suite 602

TELEPHONE: 965-9566

HOURS & ACCESS: Mon.-Fri. 9-5.

Appointments are preferred, especially since the  
archivist may have to check to see if there are  
restrictions on the material in question.

There is space in the office for research-  
ers to work.

LIBRARY PERSONNEL: Sandra Guillaume, archivist.

COLLECTIONS:

1. Subjects - ethnic and immigration history of  
about 50 ethnocultural groups in Ontario.

Almost all material is in the language  
of the ethnic group (not English).

2. Types of material

(a) Bibliographic tools

- archival finding aids: binders with re-  
ports on each set of papers.

(b) Periodicals

- current: about 100, published in Canada.
- a large number of periodicals also come  
into the collection as part of the papers  
received. The Society is beginning to  
catalogue these.

(c) Manuscripts, ephemera, etc.

- the main body of this collection consists  
of sets of personal and organization pa-  
pers.
- photographs are also collected.

(d) Publications and services

- copies of the occasional papers and conference proceedings published by the Society (see Multicultural History Society of Ontario Library) are retained by the Archives and may be used there.
- exhibits are available for booking. These displays from the holdings are on, for example, the immigration process, religious life, and the ethnic press.

Note: Once finding aids have been prepared, some papers are transferred to the Archives of Ontario. Contact Sandra Guillaume for information on this.

NAME OF LIBRARY: The Multicultural History Society of  
Ontario Library

ADDRESS: 43 Queen's Park Crescent East

TELEPHONE: 979-2973

HOURS & ACCESS: Mon.-Fri. 9-5.

LIBRARY PERSONNEL: When telephoning, ask for one of the librarians (there are two). Because of the nature of the collection, it is difficult for them to give answers to factual-type reference questions. However, they are willing to describe what is in the collection to callers.

COLLECTIONS:

1. Subjects - ethnic and immigration history of about 50 ethnocultural groups in Ontario. The bias at this time is European; however, the Society is attempting to obtain more Asian material.

Almost all material is in the language of the ethnic group (not English).

2. Types of material

- (a) Bibliographic tools

- computerized retrieval system for the taped interviews.

- (b) Newspapers

- it collects those with news about the ethnic communities in Ontario. All but two are published in Canada; two are from New York.

- (c) Periodicals

- 15 or 20. The library preserves those which are not otherwise being preserved;

it relies on other libraries to collect current publications.

(d) Manuscripts, ephemera, etc.

- the main body of this collection is 6,000 cassette tapes of interviews with members of Ontario's ethnic community. One-third is in English or French; two-thirds are in 40 other languages.
- the Society microfilms papers of churches, private diaries, and ethnic press (when it is out of print).
- it exchanges material with overseas bodies which study emigration. The Society receives microfilm records from them (e.g. microfilm copies of letters sent home from Canada by immigrants).

(e) Publications and services

- it publishes occasional papers.
- it holds conferences and publishes their proceedings.
- the above publications are sold from this office.

NAME OF LIBRARY: Jewish Public Library

ADDRESS: 22 Glen Park Avenue

TELEPHONE: 781-6282 / 781-8065

HOURS & ACCESS: Mon., Tues. 10:30-6:30  
Thurs. 12:00-8:00  
Fri. 9:00-5:00  
Sun. 10:00-5:00  
Wed., Sat. Closed  
Closed on Jewish holidays.

The library is open to the public and material may be used there. A borrower's card is available for a 10¢ fee. High school students as well as researchers could be referred there.

LIBRARY PERSONNEL: Mrs. Miskin, librarian. There are also library assistants.

COLLECTIONS:

1. Subjects - The library attempts to buy all published works on Judaic history. The main thrust is toward scholarly material. There is a good Holocaust collection.

About 80% of the collection is in English, 15% in Hebrew, and 5% in Yiddish.

2. Types of material
  - (a) Encyclopedias, handbooks, etc.
    - Hebrew-language encyclopedias.
    - their English-language encyclopedias are held by Metro.
  - (b) Bibliographic tools
    - card catalogue.
    - works on the Holocaust have been indexed in a separate drawer of the card catalogue.
  - (c) Periodicals
    - mainly American and Canadian publications.

Titles noted which are not held by Metro  
are: American Jewish Archives, European  
Judaism, Jewish Historical Society of  
Canada. Journal, and Journal of Jewish  
Studies (Oxford).

NAME OF LIBRARY: Canadian Association for Latin America  
Information Centre

ADDRESS: 42 Charles Street East (CTV Building, 8th Floor)

TELEPHONE: 964-6068

HOURS & ACCESS: Mon.-Fri. 9:30-5:00.

This organization was formed 11 years ago to promote trade with Latin America. The Information Centre is a special library serving businessmen who pay a fee to belong to the organization. As such, the library is meant to serve members only. However, Maria Escriu is willing to allow graduate students or other researchers access to the collection provided they make an appointment with her first.

LIBRARY PERSONNEL: Maria Escriu, librarian.

COLLECTIONS:

1. Subjects - Emphasis is on current economic, financial, and political information on Latin America and the Caribbean. There are only a few basic items on the history of Latin America.

The majority of material is in Spanish.

2. Types of material
  - (a) Encyclopedias, handbooks, etc.
    - yearbooks from all Latin American countries.
  - (b) Bibliographic tools
    - card catalogue.
    - kardex for serials.
  - (c) Periodicals
    - 250 titles published in or dealing with

Latin America as well as publications of organizations such as the World Bank and the International Monetary Fund. Thirty percent of the periodicals are in English.

(d) Documents

- economic and scientific reports.
- annual reports.

(e) Publications and services

- it organizes seminars and conferences; publishes the proceedings of those conferences.

MILITARY HISTORY

Visited  
Apr. 30, 1980

NAME OF LIBRARY: Royal Canadian Military Institute  
Library

ADDRESS: 426 University Avenue

TELEPHONE: 597-0286 (Ask for the library.)

HOURS & ACCESS: By appointment for researchers. As the library's hours are not regular, telephone Colonel Gilling shortly after 9:30 week-day mornings to arrange the appointment.

Material is to be used in the library.

PERSONNEL: Colonel Gilling, a volunteer.

COLLECTIONS:

1. Subjects - There is a Canadian and British emphasis with some material on the United States (Revolutionary War, Civil War). Little current material is being collected.  
The material is in English.
2. Types of material
  - (a) Encyclopedias, handbooks, etc.
    - very few and duplicated by Metro.
  - (b) Multi-volume sets
    - duplicates of Metro's holdings such as the dispatches of the Duke of Wellington, official histories of World War I, Army lists, etc.
    - Report of the Court of Enquiry re the Shooting of Allied Prisoners of War by the German Armed Forces at Chateau d'Andrieu Normandy 8 June, 1944 (8 vols.)
    - Militia General Orders beginning with 1846.
  - (c) Monographs
    - a large number of memoirs.
  - (d) Manuals
    - army training manuals.

(e) Bibliographic tools

- card catalogue.
- "Survey of Canadian Regimental Histories" by Janet Frost, a Faculty of Library Science student. This report contains a list of the library's uncatalogued Canadian regimental histories, 28 of which are not held by Robarts or the Fisher Rare Book Library. Most titles are for 1940-49 (30) and 1910-19 (20). Examples of titles not held by Robarts, Fisher, or Metro are:

Green, Ernest. "History of the 2nd/10th Dragoons, C.A. and Antecedent Corps, 1812-1946." typed manuscript, undated, unpagged.

Dalton, Mike (Major Rev.) Personal war diary, 1939-1946. Plus 1976 supplement. Courtland, Ont. Reproduction of typed manuscript.

(f) Periodicals

- most current periodicals are duplicated at Metro.
- Army Historical Research v.1, 1921-22 -
- Royal Army Medical Corps Journal v.12, Jan.-June 1909 - v.20, July-Dec. 1917.

(g) Photographs

- Canadian Official War Photographs 1914-1918 (32 vols.); contains pictures of individuals and of war scenes.

(h) Manuscripts, ephemera, etc.

- many of the uncatalogued Canadian regimental histories are manuscripts. See examples under "Bibliographic tools" above.
- bound volumes of military pamphlets (25 vols.)

NAME OF LIBRARY: St. Vladimir Institute Library

ADDRESS: 620 Spadina Avenue

TELEPHONE: 923-8266

HOURS & ACCESS: Mon.-Fri. 9-5.

The library is intended for members only but the librarian will allow access to members of the public who need to use the library's resources.

LIBRARY PERSONNEL: Vera Skop (pronounced "scope"), librarian.

COLLECTIONS:

1. Subjects - Ukrainian history, including both Soviet and non-Soviet material. The library is also beginning to collect Ukrainian Canadiana.

The majority of the material is in Ukrainian.

2. Types of material

(a) Monographs

- mainly donated books. The collection does not emphasize any particular period or geographic area. Some items have not yet been catalogued.

(b) Newspapers

- 13 titles; American and Canadian except for one European newspaper. The holdings go back to the mid-1950s.

(c) Periodicals

- most are held by Metro. Titles noted which are not at Metro are: Harvard Ukrainian Studies and Visti Konibatanta.

(d) Manuscripts, ephemera, etc.

- a small collection of pamphlets including memoirs of the two World Wars.
- some individual numbers of turn-of-the-century periodicals and newspapers.

(e) Rare books

- a few from the Cossack period and World War I (uncatalogued).

FUTURE PROJECTS: In the past year, the library has publicized the fact that it would like to receive archival material (personal papers, photographs, etc.). It has received a small amount which is presently in boxes and uncatalogued.

UKRAINIAN

Visited  
Apr. 29, 1980

NAME OF LIBRARY: Ukrainian National Federation Library

ADDRESS: 297 College Street

TELEPHONE: 921-0231 (Ask for the library.) To check to see if the library will be open with a librarian on duty, Marusia Borodacz can be contacted at work at 965-6319.

HOURS & ACCESS: Tues. and Fri. 7-10 P.M.

The librarians would like to encourage more people to use the library. There is no charge for a borrower's card.

LIBRARY PERSONNEL: Two librarians (volunteers): Marusia Borodacz and Nell Nakoneczny. An assistant comes in when they are unable to be there.

COLLECTIONS:

1. Subjects - Ukrainian history; strong on the 1900-1950 period. Because the library began 40 years ago, there is a large amount of older material that would be difficult to obtain today. Researchers have located items here which they could not find elsewhere in Canada.

The library is beginning to collect material on Ukrainians in Canada.

Most of the collection is in Ukrainian. However, because the librarians wish to encourage more public use of the library, they are attempting to collect more English-language material.

2. Types of material

(a) Encyclopedias, handbooks, etc.

- a Soviet encyclopedia which describes the regions of the Ukraine from 1917; published in 1969 in 26 volumes.

- (b) Bibliographic tools
  - indexes for periodicals and bibliographies in this field are lacking.
  - card catalogue.
- (c) Monographs
  - a large number of memoirs.
- (d) Periodicals
  - a good collection from the 1920s and 30s published in the Ukraine.
  - about 200 current titles (on all subjects) from Canada, the United States, and Europe. The history-related publications in English are held by Metro.
- (e) Special collections
  - Dr. Knysh has donated his collection of books, including some on history, to the library. They are housed in a separate room and are not yet catalogued.

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Unsuccessful contacts

Beth Tzedec Congregation Library

1700 Bathurst Street

787-3866

Mrs. Miskin, at the Jewish Public Library, indicated that this library is open only to the congregation of Beth Tzedec.

Ukrainian Research and Information Library

85 Christie Street

533-2123

Mrs. Nakoneczny, at the Ukrainian National Federation Library, said that the collection is small and concentrates on current dissident works.

Future contacts

Canadian Jewish Congress Archives

150 Beverly

869-3811

Latin American Working Group

Box 2207, Station P

Toronto

533-4221

Universal African Improvement Association

355 College Street

924-5322

They are moving. Telephone at the end of May 1980 for the new location.

## PART II

### THE REPORT

#### Theoretical background

A pervasive theme in current library literature is the importance of interlibrary cooperation. No library can be completely self-sufficient and thus it should be aware of the other institutions which hold the information which it lacks.

Facilitating cooperation was one purpose behind the formulation of the A.L.A. "Guidelines for the Formulation of Collection Development Policies." A written policy statement is useful internally but, if it follows a standard form, it can also be compared with the policies of other institutions to identify their areas of strength which might balance its areas of weakness.

An important element of a collection development policy is an analysis of the current state of the collection: the level (i.e. basic, study, research, or comprehensive), language, chronological and geographic areas, and form of material in each subject area. This involves an evaluation of the library collection.

A detailed description of methods of evaluating library collections is contained in George S. Bonn's article, "Evaluation of the Collection". These include compiling statistics on holdings, checking lists (e.g. catalogues, bibliographies), obtaining user opinions (including those of the librarians), and direct observation of the collection. It is important to use the right tool for the right job. In fact, Paul H. Mosher states in "Collection Evaluation in Research Libraries" that, in most cases, the best evaluation will involve more than

one technique.

It should be mentioned here that, in the literature read in preparation for this project, collection evaluation procedures were intended to provide more than a simple description of the contents of the collection. Instead, they were to measure the "quality" of the collection, i.e. how well it serves the users' needs and carries out library objectives. To this end, procedures on compiling statistics, for example, could involve circulation statistics, interlibrary loan requests, unfilled requests, and the number of volumes added per year. As well as being costly and time-consuming, this type of evaluation goes beyond the purpose of this project.

#### Description and objectives of the project

An evaluation of the Metropolitan Toronto Library by Lee Ash was published in 1967. From this and from the current collection policy statement, it was found that the History Department is strongest for North America (Note: Canadian material is collected by the Canadian History Department), Great Britain, and, to a lesser extent, western Europe. English-language material is emphasized as is the modern period (18th to 20th centuries). The present level of material is "study" for Great Britain and the United States and "minimal" for most underdeveloped countries. Forms of material excluded are motion film, film strips, realia, manuscripts, and pictures.

Bearing this in mind, the supervising librarian, Freda Zych, drew up a list of specialized libraries in Toronto which could possibly serve as back-up resources for the History Department of the

Metropolitan Toronto Library. Some libraries were added to the list during the project.

The objective of examining these libraries as she stated it was to "... know the extent of their resources; where they can be of use to us, and whether their resources are directly available to the public. ... Once the format for obtaining information is set up, it can be used by the staff for future assessments of other libraries as we hear of them."

Because of their small size and lack of professional staff, these libraries do not have written collection development policy statements of the type described previously. Some of the libraries do not appear in directories and, when they do, the information given is not full enough to judge the usefulness of their collections to the History Department.

This project involved visiting the libraries to obtain information on their history holdings and services provided. The information was organized in directory format but with a more complete description of their collections in history, emphasizing items and types of material not held by Metro.

#### Methodology

After reading the theoretical background material, some samples of surveys and directories were examined. Downs' Resources of New York City Libraries was particularly useful in demonstrating the points one should look for when analyzing a library collection.

General information on the History Depart-

ment collection was obtained from the Ash report, the History Department collection policy, and discussions with the supervising librarian. The report of last year's project, an evaluation of the genealogy collection, also provided some insight. (See the "Selected Bibliography" at the end of this paper for a listing of the items read.)

Subsequently, it was decided that the following procedure would be used for each library:

At Metro

1. Check the History catalogue under the subject and look at the items on the shelves noting bibliographies, dictionaries, big sets, handbooks, etc.
2. Check the Social Science catalogue and shelves as above for history and history-related material. This is necessary because there is some overlap in areas such as political science.
3. Check a bibliography, if available. This is not to be used as a checklist but to give an understanding of the type of material available. It is helpful only for English-language material.
4. Discuss the collection with a resource person when applicable (e.g. archaeology, Dennis Joyes; military history, Michael Pearson).

At the special library

1. Check the catalogues (if present) and shelves for English-language material noting significant titles not held by Metro.
2. Discuss the collection with a resource person (e.g. the librarian, archivist, director, etc.). This is essential, especially since finding aids are not always present and the majority of the material may not be in English.

### Conclusions

Useful material was found and a general attitude of cooperation was present in the libraries examined. However, most libraries operate under a stringent budget resulting, in some cases, in limited hours of access and a shortage or absence of professional staff. Because of this, reference help is not always available, holdings may be uncatalogued or partially catalogued, and the library may be closed unexpectedly (e.g. due to illness in a staff of one).

This has implications both for telephone service and direct library use. It may be difficult for the History Department to contact the library by telephone for help with a reference question. Also, when making referrals, appointments are advisable to ensure that the library is open and that a knowledgeable person will be on hand to assist the user.

In some libraries, the user will need competence in languages other than English to make use of the material.

Offsetting any negative aspects mentioned above is the fact that these libraries contain specialized and, in some cases, unique material. The people who work in them are, for the most part, knowledgeable and enthusiastic about their collections and are willing to assist researchers in their field.

## SELECTED BIBLIOGRAPHY

### Theoretical background

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Collection policy

General Collection Policy: Metropolitan Toronto  
Library. History.

General Collection Policy: Metropolitan Toronto  
Library. Social Sciences.